



GEORGIA STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS  
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[www.sos.state.ga.us](http://www.sos.state.ga.us)

## GENERAL INSTRUCTIONS

### APPLICATION FOR LICENSURE AS A PSYCHOLOGIST BY EXAMINATION OR BY ENDORSEMENT

#### **Complete Application Materials Include:**

- ☐ General Instructions
- ☐ Fee Schedule (**Application fees are Non-Refundable.**)
- ☐ General Application for Licensure as a Psychologist by Examination or by Endorsement.
- ☐ Pre-Doctoral Internship Documentation Form [Form A]
- ☐ Documentation of Supervised Experience Form (in addition to Form A **for non APA accredited or APPIC member internships only**) [Form B]
- ☐ Missing or Deceased Supervisor Form [Form C]
- ☐ Internship Verification Form (to use **only** when your Internship Training Director cannot be contacted) [Form D]
- ☐ Reference Forms (2 required) [Form E]
- ☐ Post-Doctoral Supervised Work Experience Contract and Affidavit [Forms F & G]
- ☐ Information Verification Form [Form I] — For Endorsement Applicants Only
- ☐ Rules of the Georgia State Board of Examiners of Psychologists - Review thoroughly prior to completing the application; available on Website: [www.sos.state.ga.us](http://www.sos.state.ga.us)
- ☐ Laws of the Georgia State Board of Examiners of Psychologists - Review thoroughly prior to completing the application; available on Website: [www.sos.state.ga.us](http://www.sos.state.ga.us)
- ☐ Post Card [Return with your stamp for Verification of Receipt of Application]

#### **Types of Licenses:**

**1. RENEWABLE TWO-YEAR PSYCHOLOGY LICENSES** are issued to candidates who have met all requirements and passed all examinations by one of two application processes:

- (1) **EXAMINATION** (initial licensing)
- (2) **ENDORSEMENT** (for individuals who hold valid licenses in psychology in other states and are applying for licensure in Georgia.)

**2. TEMPORARY PSYCHOLOGY LICENSES** are issued to applicants for licensure by endorsement (i.e. who are already licensed in another state) who have met all the requirements, but have not yet taken the Oral and/or Georgia Laws and Rules examinations.

**WHAT'S REQUIRED?** Applicants must submit the entire application package (see below under licensure by endorsement) accompanied by a written request to the Board for the Temporary License.

**3. PROVISIONAL PSYCHOLOGY LICENSES** may be granted to individuals who have passed all written examinations and completed all other requirements for permanent licensure, except for the postdoctoral supervised work experience requirement and the Oral examination.

**WHAT'S REQUIRED?** Applicants must submit the entire application package (see below under licensure by examination) accompanied by a written request to the Board for the Provisional License.

### **Required Forms:**

#### **A. Licensure by Examination Applicants:**

An applicant for licensure by examination must meet the education and experience requirements (see Georgia Rules 510-2-.05 and 510-2-.06) and pass the national, Georgia Laws and Rules, and Oral examinations. NOTE: See above for taking the national examination prior to degree completion.

**SUBMIT THE FOLLOWING:** Applicants must submit the entire (except Form G) application package for approval

1. General Application
2. Application Fee – See Fee Schedule; **application fees are Non-Refundable**
3. Form A Pre-Doctoral Internship Documentation Form
4. If internship program is **not** APA accredited or APPIC member, applicants must complete both Form A, and Form B (Documentation of Supervised Experience) for all supervisors
5. If applicable: Form C Missing or Deceased Supervisor Form & Form D Internship Verification Form (to use if the person who coordinated the internship cannot be contacted)
6. Form E – Reference Forms from 2 persons
7. Form F - Post Doctoral Supervised Work Experience (SWE) Contract (must be submitted within 30 days of beginning the SWE; see section 510-2-.06 (3) and (5) of the Georgia Rules.
8. Official transcript issued directly to the Board in a sealed envelope from the graduate school
9. Provisional License request and Fee – **Optional** (See Fee schedule)
10. When SWE has been completed, applicants must submit Form G - Affidavit of Supervisor

#### **B. Licensure by Endorsement Applicants:**

The Board reviews applications for licensure by endorsement on a case-by-case basis. You must hold a current valid license in another state or jurisdiction (see section 510-3-.02 of the Georgia Rules).

### **Requirements:**

Georgia may waive the national written examination [EPPP] for an applicant for licensure by endorsement who has already taken and passed the exam. Psychologists licensed less than 10 years must request that original EPPP scores be sent to the Board from: ASPPB, P. O. Box 241245, Montgomery, AL 36124-1245 or [www.asppb.org](http://www.asppb.org).

You must take and pass the Georgia Laws and Rules examination.

You must take and pass the Oral Examination that is administered by the Board.

Certain applicants (CPQ) are only required to take and pass an oral examination on Georgia Laws and Rules (see section 510-3-.02 of the Georgia Rules).

**SUBMIT THE FOLLOWING:** Applicants must submit the entire application package for approval

1. General Application
2. Application Fee - See Fee Schedule; **application fees are Non-Refundable**
3. Temporary License request and Fee - **Optional** - See Fee Schedule
4. Form E — Reference Forms from 2 persons.
5. Forms F & G – Post Doctoral Supervised Work Experience Contract and Affidavit— or equivalent: Required only for psychologists who have been licensed **less** than five (5) years [see Georgia Rules section 510-3-.02 (a) 7]
6. Form I — Information Verification Form from all other jurisdiction(s) in which you have held a license.
7. EPPP scores sent from ASPPB. Required **only** for psychologists who have been licensed **less** than 10 years.
8. Official transcript issued directly to the Board in a sealed envelope from the graduate school.
9. If applicable, official documentation of CPQ.

**Disability Accommodation:** If you have a disability and may require accommodation, you must contact the Board to obtain the form, “Request for Disability Guidelines.” All application materials, including the information requested in the “Guidelines,” must be received by the Board office by the application deadline.

**Veterans:** If you have served on active duty in the Armed Forces, the Reserves or the National Guard during wartime or during any conflict when military personnel were committed by the President, you may be eligible for Veterans’ Preference Points to be added to your examination scores. Submit a copy of your **DD 214** form with your application.

**Applicant File:** The Board staff will open your file as soon as the first document is received in this office. Applications will not be submitted to the Board for approval until they are complete.

Official transcripts must be sent directly to the Board office from the school. Student issued transcripts are not acceptable.

A resume or faxed application is not acceptable.

**Names:** If some of your records are in different names, please notify the Board in writing when submitting them. If you change your name, you must send official documentation to the Board.

**Address:** Please notify the Board promptly, in writing, of any change of address.

**Application Materials:** Except for your transcripts, which must be sent directly from the academic institution(s) to the Board at the above address, all other forms, properly notarized and signed, should be included with your Application.

Note that certain forms must be placed in a sealed envelope with the appropriate signature on the envelope flap and returned to you for inclusion with your application materials.

**Your Copy:** Keep a complete copy of your application materials, except those under seal.

**Fees:** Refer to the Fee Schedule. Make checks payable to “Georgia State Board of Examiners of Psychologists.” **Application fees are Non-Refundable. Fees for the EPPP examination must be submitted directly to the vendor, PES.**

**Examination Dates:** The Board usually administers **oral** examinations on or about the third Friday of each month. Other dates may be scheduled. Please see the Website [www.sos.state.ga.us](http://www.sos.state.ga.us) for information for the **Georgia Laws and Rules** exam.

The Board appreciates the time and effort involved in completing these required forms. It will be most helpful to the Board and Board staff in reviewing your application if you ensure that all of the information is accurate, timely, and legible, and that you have reviewed the pertinent Georgia Rules and Laws. Should you need to contact the Board staff concerning your application, you may call (478) 207-2440. Thank you for your cooperation.